

**THE ADJUTANT GENERAL OF VIRGINIA
HUMAN RESOURCES OFFICE
Mullins Armory
5901 Beulah Road
Sandston, VA 23150**

STATEWIDE ARMY/AIR TRADITIONAL VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: T01-14 JOINT

POSITION TITLE: State Senior Enlisted Advisor (**Traditional**)

GRADES: CSM/E9 – CMSgt/E9

DMOS: 00Z50 / **AFSC:** 9E000

FEMALE ASSIGNMENT ELIGIBILITY: Yes

UNIT: Joint Force Headquarters - Virginia

Location: Sandston, Virginia

OPENING DATE: 27 August 2014

CLOSING DATE: 30 September 2014

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

The applicant selected for this position serves as the Senior Noncommissioned Officer for the Virginia National Guard. The purpose of this position is to advise, and assist the Adjutant General of Virginia on all matters pertaining to enlisted personnel management, the enlisted promotion system, military education, safety, appearance, discipline, health, welfare, resiliency, family readiness, ESGR and morale. Sets and enforces the highest standards while maintaining and promoting the effectiveness and efficiency of the chain of command and ensuring compliance with military standards; Makes recommendations regarding the implementation of command policy and adherence with National Guard regulations; Promotes professional military training and serves as a key leader in implementing the Adjutant General's vision, goals and objectives; Enables progress on key NGB initiatives by frequently monitoring NGB. He/she will teach, coach, and mentor all enlisted personnel, and support the development of senior enlisted leaders and performs all other duties as assigned by the Adjutant General. This position requires frequent travel and extended duty hours.

WHO MAY APPLY: Open to all Military Technicians/Traditional Army/Air Guard personnel who are in grade CSM/E9 – CMSgt/E9 who are members of the Virginia Army/Air National Guard and serve at the MSC /BDE/Wing or higher level of Command.

TOUR LENGTH: Applicant selected for this position serves at the pleasure of the Adjutant General of Virginia.

SECURITY CLEARANCE (ARMY/AIR): Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. Soldiers with a prior revoked or denied clearance are not eligible for either an interim or a waiver and should not apply. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to the appointment to the position, the offer for the position maybe revoked. Non USA citizens are not eligible for a security clearance per DOD 5200.2R.

NGVA-HR

SUBJECT: VaNG Traditional Vacancy Announcement Number T01-14 JOINT

HOW TO APPLY: Interested applicants must submit the following documents:

1. Copies of last five NCOERs **(Army)**
2. Copies of last five Evaluation Report **(Air)**
3. **Certified** copy of ERB. (Certified means having your unit of assignment certify a "True Copy" and signature not older than 1 year.)
4. Copy of Report of Individual Personnel (RIP), **(Air)**
5. Copy of current physical (DD Form 2807-1 and DD Form 2808) completed within the Last five years **(Air)** or a copy of the automated MEDPROS data sheet completed within the last 12 months **(Army)**
6. Height/Weight Statement within the last 6 months. **(Army/Air)**
7. Last 5 copies of DA Form 705 Card **(Army)**
8. Last 5 recent Report of Individual Fitness from the Air Force Fitness Management System (AFFMS) **(Air)**
9. DA Form 1059s for NCOES **(Army)**
10. Certificate from the NCO Academy, Senior Leadership Academy, NCO preparatory Course or Airmen Leadership Course **(Air)**
11. Biographical Sketch **(Army/Air)**
12. Official Photograph in Class A or Blue Army Service Uniform (ASU) **(Army)** / Service Dress **(Air)** taken within the last 6 months

NOTE:

If applicant is deployed, photo may be taken in the ACU

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW AR 600-8-19 **(Army)**

Individuals must meet the basic eligibility criteria as stated in ANGI 36-101, Chapter 5. (Air)

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

REMARKS: Submit applications to this HQ, ATTN: JFHQ-VA-M, PRN: 210, 5901 Beulah Road, Sandston, Virginia 23150, NLT close of business on the closing date of this announcement. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding. **Scanned or faxed applications will not be accepted. Deployed soldiers are authorized to scan application packets to shawn.oliver1@us.army.mil**

POC FOR ADDITIONAL INFORMATION: SFC Shawn L. Oliver (804) 236-7831or CW4 D' Juana Goodwin (804) 236-7823